

DELAWARE DEPARTMENT OF JUSTICE

JOB OPENING

Opening Date: June 25, 2020

Closing Date: Until Filled

NURSE ANALYST (Pay Grade 15)

Criminal Division, Special Victims Unit

New Castle County

Job Responsibilities and Duties:

The Criminal Division Special Victim's Unit ("SVU") seeks a Nurse Analyst in New Castle County. This unique position works as part of a team of prosecutors, police officers, paralegals, social workers, and administrative professionals in the investigation and prosecution of child abuse and neglect, and sexual assault cases. The Nurse Analyst is an expert in the field and is responsible for sharing medical expertise with other team members.

The Nurse Analyst will subpoena all pertinent medical records, and provide a written summary (including an interpretation of medical terminology); identify all necessary medical witnesses, and coordinate their interviews and trial testimony; attend interviews and trial testimony of medical witnesses, and prepare a detailed written summary of the interview or testimony ; conduct research of medical conditions, illnesses and injuries; identify and contact necessary expert witnesses, and coordinate the provision of information necessary for the witness to provide an opinion; and act as a liaison between the medical community and the SVU.

The Nurse Analyst must have the ability to work both independently, with minimal supervision, and as part of a team. Strong organization, time management and communication skills are necessary. The Nurse Analyst is responsible for continuing medical education to stay current with trends in the medical field, and to maintain licensing. This is a statewide position, so some travel may be required.

Minimum Qualifications:

Possession of a Delaware Registered Nurse license OR multi-state compact license.; and

At least three years experience as a Registered Nurse.

OR

Possession of a Delaware Practical Nurse license OR multi-state compact license; and

At least five years experience as a Licensed Practical Nurse.

The compact license participating states as of now - <https://www.ncsbn.org/nlcmemberstates.pdf>.

DESIRED QUALIFICATIONS

Preferred candidates will have experience in:

1. an emergency department
2. pediatrics
3. treating victims of child abuse or sexual assault

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.